

January 10, 2024 – West Corners Fire District
Organizational Minutes

Attending:

Commissioner Schroedel
Commissioner Davis
Commissioner Heide
Commissioner Reed

B. Homa, Secretary
C. Kratochvil, Treasurer

Guests:

R. Boyer

The Organizational Meeting was called to order at 6:30 PM by the Treasurer C. Kratochvil.

Nominations for Chairperson: M. Schroedel

Motion made by Heide, second by Reed to appoint M. Schroedel as the Chairperson. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Davis, second by Heide to appoint D. Griffith as the Vice-Chairperson. All Commissioners voted in favor and the motion passed unanimously.

Chairman Schroedel then made the following committee appointments:

Schroedel, Griffith - Finance and Commissioner-at-Large

Reed, Heide, Schroedel - Building and Grounds

Reed, Griffith, Heide - Equipment and Liaison to the Chief Officers

Davis, Heide - Insurance, Public Relations, and Liaison to the Fire Company

Motion made by Heide, second by Davis, and accepted to appoint Betty J. Homa as District Secretary at an annual salary of \$6,000. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Davis, seconded by Reed, and accepted to appoint Cheryl Kratochvil as District Treasurer at an annual salary of \$6,000. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Reed, second by Heide, to appoint Coughlin & Gerhart as the District's attorney. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Davis, and accepted to name NBT as the District's bank, subject to changes authorized by the Board. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Reed, second by Davis, and accepted to name M&T as the District's secondary bank, subject to changes authorized by the Board. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Reed, second by Heide, and accepted to name Tioga State Bank as the District's federal account bank, subject to changes authorized by the Board. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Davis, second by Heide, and accepted to name the Press & Sun-Bulletin as the District's official newspaper. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Davis, and accepted to name the West Corners Fire District Website as the District's official website. All Commissioners voted in favor and the motion passed unanimously.

January 10, 2024 – West Corners Fire District Organizational Minutes

Motion made by Davis, second by Heide, and accepted to appoint the Secretary as Official-in-Charge of Public Records.

Motion made by Heide, second by Davis, and accepted to establish the monthly meeting night as the third Wednesday of the month at 7:00 PM with the auditing of bills at 6:30 PM. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Davis, second by Reed, and accepted to establish the monthly work session on the second Wednesday of the month at 7:00 PM. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Reed, second by Davis, and accepted to adopt the current Code of Ethics policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Davis, and accepted to adopt the current Purchasing policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Reed, second by Heide, and accepted to adopt the current Procurement policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Reed, second by Heide, and accepted to adopt the current Investment policy. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Davis, and accepted to adopt the current federal mileage reimbursement rate of 67.0 cents per mile. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Davis, second by Heide, and accepted to allow the Fire Company to use the station for monthly meetings on the first Monday of each month at 7:30 pm. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Reed, second by Heide, and accepted to allow the Fire Auxiliary to use the station for monthly meetings on the third Monday of each month at 6:30 pm. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Davis, and accepted to utilize ADT for payroll services. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Davis, and accepted to accept the recommendation of the Fire Company and to appoint Neal Haight as Chief of the West Corners Fire Department. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Davis, second by Heide, and accepted to accept the recommendation of the Fire Company and to appoint M. Loveland (29-A) and M. Dean (29-B) as Assistant Chief's. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Reed, second by Heide, and accepted to appoint the following personnel as fire police: N. Davis, S. Brandt, J. Davis. All Commissioners voted in favor and the motion passed unanimously.

January 10, 2024 – West Corners Fire District
Organizational Minutes

Motion made by Heide, second by Davis, and accepted to authorize the Chief to use District apparatus and firefighters for mutual aid and parade purposes at his discretion. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Davis, and accepted to authorize the Secretary or Treasurer to open all District mail. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Davis, second by Reed, and accepted to appoint M. Homa as board advisor. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Davis, and accepted to accept the recommendation of the Chief and to appoint E. Dean as Fire Prevention Officer. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Davis, and accepted to authorize the Chief, or his designee, to represent the West Corners Fire District at all Board meetings of the County Chief's Association, the Western Broome Fire Chief's Association, and the Broome County Fire Advisory Board. All Commissioners voted in favor and the motion passed unanimously.

Motion made by Heide, second by Davis, and accepted to adjourn at 6:44 p.m. All Commissioners voted in favor and the motion passed unanimously.

Respectfully Submitted,

Betty J Homa

Betty J. Homa
District Secretary
Electronically signed